



DEPARTMENT OF THE ARMY

104TH AREA SUPPORT GROUP

Unit 20193, Box 0001

APO AE 09165-0001

REPLY TO THE
ATTENTION OF

IMEU-HAN-SO

23 March 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preliminary Accident Investigation and Reporting Procedures

1. AR 385-40 Accident Reporting and Records, Nov 94, require person(s) involved in, or aware of, an accident to report it **immediately** to their supervisor. The commander or supervisor directly responsible for the operation, materiel, or person(s) involved in an accident must ensure all accidents are investigated and reported. These procedures apply to all activities and personnel, assigned or attached to the 104th Area Support Group (ASG), 221st, 222nd, 284th, and 414th Base Support Battalions (BSBs).
2. Class A and B accidents must be reported to the local safety office **immediately** for investigation. Enclosure 1, describes these classes of accidents and initial notification procedures.
3. All other accidents must be reported to the local Safety Office **"WITHIN 72 HOURS."** The preliminary accident report, see Enclosure 2, may be provided by any method of communication. Email is recommended; alternate means of reporting would be a FAX, telephone call or hand carried to the local safety office. The commander and/or supervisor must ensure the investigation is completed and reported within 10 working days. The commander and/or supervisor should complete the U.S. Army Abbreviated Ground Accident Report, DA Form 285-AB-R, dated Jul 94 or DA Form 285, dated Jan 92.
4. Additional assistance is available, upon request, from the local safety office.
5. Point of contact for this memorandum is Mr. Weissenberger, Safety Office, DSN 322-1470, email: 104safety@104asg.army.mil.

FOR THE COMMANDER:

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as


ROBERT KANDLER
Deputy to the Commander

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CLASSES OF ACCIDENTS

Class A - An Army accident in which the resulting total cost of property damage is \$1,000,000 or more; i.e., an Army aircraft or missile is destroyed, missing, or abandoned; or an injury and/or occupational illness which results in a fatality or permanent total disability.

Class B - An Army accident in which the resulting total cost of property damage is \$200,000 or more, but less than \$1,000,000; an injury and/or occupational illness which results in permanent partial disability, or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

INITIAL NOTIFICATION PROCEDURES

1. Commanders/Supervisors must establish procedures to accomplish the following in the event of a Class A or Class B accident.

a. Initiate life-saving actions and coordinate with appropriate military and civilian authorities for the evacuation of injured or deceased personnel.

b. Secure the accident scene to ensure the site is not disturbed except for life saving efforts. Coordination with civilian authorities may be required. Until the Centralized Accident Investigation Board (CAIB), as required by and appointed per AR 385-40, paragraph 1-9, the nearest Directorate of Emergency Services (DES) will assist local safety personnel in controlling access to the accident site. The CAIB will notify organizations involved when their equipment may be recovered from the accident site.

c. Provide **IMMEDIATE** notification to the nearest Safety Office.

d. Identify all witnesses and persons involved in the accident.

e. Secure operational, maintenance, and historical records of all Army equipment involved in the accident.

f. Secure medical, training, and personnel records of all Army personnel involved in the accident.

g. Deliver Army equipment operators and other Army personnel directly involved in the accident to the nearest military medical clinic for blood and urine samples as soon as possible after the accident.

2. The first organization or activity receiving information of an accident will notify the nearest DES (Emergency Responder) and nearest Safety Office. The DES and Safety Office will notify the appropriate staff agencies.

3. The activity/person reporting the accident will need to provide the following information (if known):

- a. TYPE OF ACCIDENT (Aircraft, AMV, POV, explosive, etc.)
- b. TYPE VEHICLE OR EQUIPMENT INVOLVED
- c. LOCATION (Detailed enough to locate site)
- d. SYNOPSIS OF THE ACCIDENT
- e. NUMBER OF FATALITIES/INJURIES (Name, Rank, Unit)
- f. NUMBER OF PERSONNEL INVOLVED, MILITARY ____ AND CIVILIAN ____
- g. PERSON REPORTING THE ACCIDENT (Name and Telephone)

NOTE: IMMEDIATE notification is essential to initiate the accident plan. Reporting must not be delayed for the lack of detailed information. Any additional required information must be collected and reported at the earliest opportunity.

The above information should be phoned to the nearest Safety Office:

DUTY HOURS: Wiesbaden	DSN: 337-1670 or Civilian: 0611-705-1670
Baumholder:	DSN: 485-1670 or Civilian: 0678-36-1670
Giessen:	DSN: 343-1670 or Civilian: 0641-402-1670
Hanau:	DSN: 322-1670 or Civilian: 0618-188-1670

NON-DUTY HOURS: Through the Emergency Actions Center at DSN: 322-2291 or 3452 or CIVILIAN 06181-180-2291 or 3452.

Preliminary Accident Report

The activity/person(s) initially reporting the accident should provide information to complete Blocks 1, 2, 5, 6, 8, and 41 of DA Form 285-AB-R, Jul 94, This information can be provided to the nearest BSB safety office by any method of communication.

Email Attachment (Preferred):

Wiesbaden:	221safety@104asg.army.mil
Hanau:	414safety@104asg.army.mil
Giessen:	284safety@104asg.army.mil
Baumholder:	222safety@104asg.army.mil

Telephone Call:

Wiesbaden:	DSN: 337-1670	Civilian: 0611-705-1670
Hanau:	DSN: 322-1670	Civilian: 0618-188-1670
Giessen:	DSN: 343-1670	Civilian: 0641-402-1670
Baumholder:	DSN: 485-1670	Civilian: 0678-36-1670

Hand carry:

Wiesbaden:	DSN: 337-1670	Located on WAAF, Bldg 1023
Hanau:	DSN: 322-1670	Located on Old Argonner, Bldg 451
Giessen:	DSN: 343-1670	Located on Giessen Depot, Bldg 115
Baumholder:	DSN: 485-1670	Located on Smith Barracks, Bldg 8086

FAX:

Wiesbaden:	FAX: 337-5764
Hanau:	FAX: 322-8722
Giessen:	FAX: 343-7576
Baumholder:	FAX: 485-1670

NOTE: Reporting must not be delayed for the lack of detailed information. Any additional required information must be collected and reported at the earliest opportunity.